

12.435 REPORTING CONDITIONS AFFECTING OTHER DEPARTMENTS - FORM 318

Reference:

Cincinnati Municipal Code - 911.17 - Posting Bills
on Streets
Cincinnati Municipal Code - Title XI - Building
Control
Procedure 12.225 - Vehicular Crash Reporting
Standards Manual - 41.2.4, 61.2.2, 61.3.1, 61.4.2,
82.2.2, 82.2.3

Procedure:

- A. Damaged Roadway Property (guardrails, signs, lights, poles, etc.)
1. Immediate action will be taken to nullify any public safety hazard, which is created by conditions requiring cognizance or action on the part of another City agency.
 2. Responding officer will advise district desk personnel of the damaged property. Desk personnel will report damage to Public Works Customer Service by phone at 591-6010.
 3. A Form 318 (Conditions Affecting Other Departments) will be made in triplicate by the reporting officer. The form must be clear, correct, and complete, with no abbreviations being used.
 - a. The Form 318 will be block printed or typewritten and forwarded by the initiating unit as follows:
 - 1) Fax a copy of the Form 318 to Public Works Customer Service at 591-6027.
 - 2) Send original Form 318 to the Public Works Customer Service.
 - 3) Send the first copy to the City Solicitor's Office.
 - 4) File the second copy in the district/unit files.

4. Departments and Divisions responsible for conditions requiring attention are listed in the "City of Cincinnati Information Guide."

B. Building and Zoning Code Violations:

1. Members of the Police Division shall report violations of the building and zoning code to the Director of Buildings and Inspections.
 - a. Any court action relative to such violation shall originate in the Department of Buildings and Inspections, after conference with the Prosecutor's Office.
2. Police Division personnel shall cooperate to the extent of reporting violations on a Form 318, and assisting with the service of warrants after they are secured by the Department of Buildings and Inspections.
 - a. The Department of Buildings and Inspections is charged with the responsibility of enforcing all the provisions of the building and zoning code. The inspector of Buildings and Inspections shall obtain warrants for violations, whenever necessary.

C. Processing Illegally Posted Signs, or Other Material:

1. When police personnel find signs posted in violation of Section 911.17 of the Cincinnati Municipal Code, they shall remove such signs, if possible, and take them to their district station.
 - a. The signs shall be retained for 24 hours at the district, and then destroyed.
2. When police personnel find large numbers of illegally posted signs or signs posted in such a manner that they cannot be easily removed, they shall:
 - a. Notify, by telephone, the Highway Maintenance Field Inspection Unit.
 - b. Complete a Form 318, supplying the necessary information.

- 1) More than one location may be listed on the Form 318.
 3. The Highway Maintenance Field Inspection Unit will follow-up and make the necessary notifications relative to ceasing the unlawful posting of such signs.
 4. The Department of Buildings and Inspections supervises and controls the placement of signs on private property.
 - a. They issue permits in appropriate cases for the placement of such signs.
 - b. When police personnel receive complaints regarding signs on private property, they shall:
 - 1) Notify the permit supervisor of the Department of Buildings and Inspections by telephone. The permit supervisor will follow up and take any necessary action.
 - 2) Complete a Form 318, supplying the necessary information.
- D. Vehicular Crash Investigations:
1. Reporting officers will record the related OH-1 Crash Report number on the Form 318.
 2. Reporting officers will report any damage to guardrails, lights, poles, signs, etc. per Procedure 12.225.
 3. District/unit collators upon receiving the OH-1 and Form 318 in triplicate will:
 - a. Fax a copy of the Form 318 to Public Works Customer Service at 591-6027.
 - b. Send original Form 318 to the Public Works Customer Service.
 - c. Send the first copy to the City Solicitor's Office.
 - d. File the second copy in the district/unit files.